



REPLY TO
ATTENTION OF

ATZP-CDR

DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
PRESIDIO OF MONTEREY, CA 93944-5006

8 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Open Door Policy

Reference: AR 600-20, Army Command Policy, dated 13 May 2002

2. Purpose: It is imperative to the good order and discipline of this installation that the chain of command provide a strong responsive atmosphere for dealing with subordinates' issues, concerns, and problems. My open door policy will assist me to ensure those concerns are addressed.


3. Applicability: This policy applies to all military and Department of Defense civilian personnel assigned, attached, located, or employed on the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM).

4. Proponent: The proponent for this policy is the Adjutant General, ATZP-AG, at extensions 6322/6319. This policy supersedes the previous policy dated 2 July 2001.

5. Procedure:

a. I encourage you to allow your leaders and supervisors a fair opportunity to address your concerns. I also encourage everyone associated with this installation to take advantage of the services provided to assist you, including the Legal Assistance Division of the Office of the Staff Judge Advocate, Army Community Services, the Installation Chaplain, the Inspector General, the Union, the Equal Opportunity (EO) Office, the Equal Employment Opportunity (EEO) Office and the BOSS line.

b. If your chain of command and these agencies do not appropriately address a personal problem or there is an unresolved conflict with the chain of command, you should feel free to contact my office. During normal duty hours, you can contact my office at 242-5200 to request use of the open door policy. I will make every reasonable effort to see you within three calendar days.


MICHAEL R. SIMONE
COL, FA
Commanding

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